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July 21, 2016 (revised)

To: Persons seeking concurrent enrollment through UCLA Extension to courses offered by the UCLA Henry Samueli School of Engineering and Applied Science (HSSEAS)

Subject: Policy and procedures for concurrent enrollment in HSSEAS courses

Dear Potential Student:

First of all, let me thank you for your interest in the excellent courses offered by HSSEAS. I am proud of our high-quality offerings and I think you will find our courses both enlightening and challenging.

Concurrent enrollment provides a unique way for the general community to gain access to our programs, and we welcome this interaction whenever we can accommodate it. This letter is meant to help you understand how to access an HSSEAS course through concurrent enrollment and also to explain why in some cases it may not be possible for us to accommodate you in particular courses.

### **Who can enroll in HSSEAS Concurrent Enrollment Courses**

In order to be a qualified concurrent enrollment student for HSSEAS classes, you should have completed a Bachelor of Science degree in engineering, physics, chemistry, or mathematics. This is because concurrent enrollment in HSSEAS is NOT meant for students in the process of earning a B.S. degree. There are occasional exceptions to this rule when a B.S. student in good standing at another school has only one course to complete for their degree but has a compelling reason that forced them to leave their school and come to Los Angeles.

The basic principle is that we welcome qualified concurrent enrollment students whenever there is still room for additional students after the demand for the course from our regularly enrolled students has been met. Please note that the maximum number of students that can be enrolled in a class is set by the department based on pedagogical concerns, and may be smaller than the size of the room in which the class is held. The fact that there is an empty chair in the room does not guarantee that concurrent enrollment is possible.

Because enrollment in a course can grow after the first day of classes, we cannot always make a decision immediately regarding concurrent enrollment. However, this letter describes several steps that we are taking beginning with this quarter (spring 2010) to make our response time faster than in the past and to require less bureaucracy to access concurrent enrollment.

As a result of enrollment growth and budget constraints faced by HSSEAS in recent years, there are a number of courses that are barely able to meet the demand of our regular students. To save you from wasting time in an unavailable class, we post on the first day of classes a list of courses definitely not available (DNA) for concurrent enrollment at <http://www.seasoasa.ucla.edu/concurrent-enrollment-thru-ucla-extension/>.

I am instructing the UCLA Extension staff not to distribute concurrent enrollment forms for these DNA classes, since we do not want you to put in a week or two of hard work in the class only to be disappointed with a denial of enrollment that was in fact a foregone conclusion.

Here is the procedure for to request enrollment in courses that are not on the DNA list:

**Step 1: Pick up the form:** For courses that are not on the DNA list, you can obtain an enrollment form at the UCLA Extension office located at [office location here]. If you do not have a B.S. degree, please contact Myrna Reneau at [mirna@seas.ucla.edu](mailto:mirna@seas.ucla.edu) to explain your situation before picking up an enrollment form.

**Step 2: Obtain signature of the instructor:** When you come to campus to attend the first class of your desired course, you should ask the instructor if the instructor believes that you could be accommodated. If the instructor agrees, then you should obtain the instructor's signature on the enrollment form.

**Step 3: Obtain the signature of the Department Chair:** In addition to the instructor's signature, you also need the signature of the department chair. To identify the chair of the department offering your desired course, please visit the following web page [web page with names, room numbers, and phone numbers of current chairs]. The chair's signature is required because the department chair may know of unmet demand by regular students of which the instructor is unaware. Also, at a recent meeting the chairs expressed a desire to be aware of every concurrent enrollment student in their department's classes.

**Step 4: Drop the form off at Boelter 6426:** Once you have the instructor and chair signatures, please drop off the form and your B.S. transcript (or if applicable a letter explaining why you should be considered for concurrent enrollment without having a B.S. degree) at the Boelter 6426 counter in the box marked "Concurrent Enrollment Forms."

If you drop off your form by 5 p.m. on a Wednesday, then you will receive an email from HSSEAS by Friday of that week at 5 p.m. informing you of your status. In most cases, a final decision can be made at that time, but if there is still uncertainty regarding enrollment by regular students the email will notify you that your application is still under review.

**Step 5: Visit UCLA extension to complete enrollment and pay fees:** Once you are informed that your application has been accepted, you then return to the UCLA extension office at [office location here] to complete the concurrent enrollment process and pay your fees. Note that we will deliver the forms dropped off at Boelter 6426 to extension. Your form should be waiting for you when you stop by to finalize your enrollment.

I hope that you have found this letter useful, and I hope that I have the opportunity to welcome you to our family of students.

Best Regards,



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